

CITY OF MILWAUKIE

CLASSIFICATION: NATURAL RESOURCES TECHICIAN I

Department: Public Works Grade Number: 57 FLSA: Non-Exempt
Location: Johnson Creek Blvd. Union: AFSCME EEO Category: 7 – Skilled
Craft

DESCRIPTION:

Performs regular and recurring installation, maintenance, repair and monitoring activities for the City's stormwater infrastructure; primarily rain gardens, swales, detention ponds and landscape area using botanical, horticultural or natural resource knowledge. Operates a variety of equipment to accomplish duties. Responds to emergency situations. Responds to inquiries from the public.

DUITES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Planting, transplanting, weeding and pruning of water quality facilities and landscaping.
2. Remove leaves, debris, trash and other materials from water quality facilities and landscaping.
3. Perform repairs and maintenance on irrigation systems
4. Set up traffic control for work sites.
5. Clean and perform routine maintenance equipment, vehicles and work storage areas.
6. Assist with outreach/Education to local schools, city council, other employees and residents on the benefits of storm water planters, rain gardens and swales.
7. Operate various landscape related hand-held power equipment.
8. Collect and input data into asset management system.
9. Participate in operational process development including procedure development and implementation.
10. Provide excellent internal and external customer service.
11. Develop and exhibit safe work habits and follow all required safety policies, procedures and techniques.
Contribute to the safety of self, coworkers and the general public.
12. Respond to citizen inquires and requests.
13. Perform other duties as assigned that support the overall objective of the position.
14. Able to work with, organize and oversee seasonal workers, volunteers, neighborhood groups and others in horticultural activities.
15. Contribute to a positive work environment.
16. Perform related job duties as assigned.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered)

Job Preparation:

a) Education:

- I) High school degree, GED;
- ii) An Associate's degree emphasizing horticulture, ecology and/or natural resources is desirable.
- iii) Any equivalent combination of education and experience providing knowledge of ecology, vegetation management, and/or natural resources management.

2. Prior Experience:

a) Work Experience:

- I) Training in irrigation maintenance desirable.
- II) Two (2) years progressively responsible experience in landscape and grounds keeping field performing a variety of vegetation management and maintenance duties, required.
- iii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- I) Knowledge of principles, practices and rules used in assigned area; knowledge of plants used in water quality facilities and landscaping and non-native and invasive weeds.
- ii) Knowledge of safety practices and procedures applicable to area of assignment.
- iii) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- iv) Ability to operate power tools, hand tools and utility vehicles used in public works maintenance operations.
- v) Ability to perform heavy manual work under confined and uncomfortable conditions.
- vi) Ability to operate a personal computer using Windows platform.
- vii) Ability to interpret construction plans.
- viii) Ability to establish and maintain effective working relationships.
- ix) Ability to work as a team member.
- x) Ability to perform the essential functions of the job.
- xii) Ability to speak to groups of public people
- xiii) Ability to communicate effectively.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver's License. Washington State Driver' License acceptable if already a Class A CDL holder.
- b) If Oregon Driver's license, must possess Class A CDL within six (6) months of hire date.

4. Tools and Equipment Used:

- a) May use but is not limited to any of the following: dump truck, service trucks, GPS equipment, hedge trimmers, brush cutters, weed-whackers, blowers and a variety of hand tools.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones and 2-way radios.

5. Supervision:

- a) This is not a supervisory classification.
- b) Works under the supervision of a Public Works Supervisor and receives direction from the Natural Resource Coordinator or other designated staff.

6. Communications:

- a) Communication is generally routine problem solving, coordinating with crew members, supervisor, and other departments, and answering citizen comments and requests.

7. Cognitive Functions:

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered can be of moderate difficulty; however, precedent is generally available.
- c) Complexity encountered in safety issues working near other utilities, nature of GPS equipment, and working near traffic.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) Persons in this classification may be called upon in emergency situations at all hours.

9. Resource Accountability:

- a) Accountable for safe operation of power equipment.
- b) Has impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 7/9/2014

Adopted: July 2014

Revised: September 2017 (corrections)

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